



# WASHOE COUNTY

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Grant Mgt. GE

## STAFF REPORT

BOARD MEETING DATE: October 28, 2014

**DATE:** September 23, 2014  
**TO:** Board of County Commissioners  
**FROM:** Aaron Kenneston, Emergency Management and Homeland Security Program  
(775) 337-5898, Akenneston@WashoeCounty.us

**THROUGH:** Al Rogers, <sup>AR</sup> Management Services Director

**SUBJECT:** Recommendation to approve a 2014 Department of Homeland Security (DHS) State Homeland Security Program (SHSP) grant passed through the State of Nevada, Division of Emergency Management for \$75,000.00 for a Continuity of Operations and Continuity of Government project; no match required; \$10,589 for non county travel for attendance to Planning and Training events; retroactive from September 01, 2014 through March 31, 2016; and direct the Comptroller's Office to make the appropriate budget adjustments.

(All Commission Districts)

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### SUMMARY

Recommendation to approve a 2014 Department of Homeland Security (DHS) State Homeland Security Program (SHSP) grant passed through the State of Nevada, Division of Emergency Management for \$75,000.00; no match required; retroactive from September 01, 2014 through March 31, 2016; and direct the Comptroller's Office to make the appropriate budget adjustments.

This sustainment initiative focuses on updating Washoe County department continuity of operations plans.

The State issued this award retroactive from the date they received DHS funding.

Strategic Objective supported by this item: Safe, secure and healthy communities.

### PREVIOUS ACTION

**October 26, 2010** - The Board of County Commissioners approved the initial phase of this Continuity of Operations/Continuity of Government (COOP/COG) project.

**March 22, 2011** - The Board of County Commissioners approved selection and award of RFP 2764-11 to Risk Solutions International (RSI) [Now doing business as FTI Consulting] to serve as the COOP/COG Plans-Writer.

AGENDA ITEM # 14E2

**July 24, 2012** - The Board of County Commissioners approved phase two of the COOP/COG project which included continuation of the FTI Plans-Writing efforts, and Galena Property Solutions to conduct department and regional training workshops.

**December 17, 2013** – The Board of County Commissioners approved a 2012 Department of Homeland Security (DHS) State Homeland Security Program (SHSP) grant passed through the State of Nevada, Division of Emergency Management for \$119,960.00.

## **BACKGROUND**

This FFY14 Department of Homeland Security (DHS) State Homeland Security Program (SHSP) grant is a sustainment of the continuity of operations/continuity of government (COOP/COG) initiative begun in FFY 11.

These plans are directed by Homeland Security Presidential Directive (HSPD)-20 and Nevada Revised Statute (NRS) 239c. These plans are also a Government Accounting Office (GAO) best practice, and a component of the Emergency Management Accreditation Program (EMAP) as well as the National Fire Protection Association (NFPA) - 1600.

The COOP/COG project supports the Nevada Commission on Homeland Security priorities and goals. These plans are directly aligned with the goals of critical infrastructure protection, communications, and public safety. The COOP/COG project is a key component of the National Incident Management System (NIMS) compliance.

This project is an extension of the actions to build and sustain local government preparedness. Project deliverables include sustainment of existing plans, training, and workshops in the interest of providing for safe, secure, and healthy communities.

## **GRANT AWARD SUMMARY**

**Project/Program Name:** *2014 Homeland Security Grant, Continuity of Operations and Continuity of Government Project*

**Scope of the Project:** *The scope of this project is to sustain operational coordination through continuity of operations and continuity of government during times of emergencies and disasters.*

**Benefit to Washoe County Residents:** *The benefit of this funding is to sustain and provide planning and training to agencies to continue their essential functions and mitigate disruptions to operations across a broad spectrum of hazards and emergencies.*

**On-Going Program Support:** *If additional program support is needed past the sustainment phase, we will continue to seek grant funding.*

**Award Amount:** *\$75,000.00*

**Grant Period:** *September 01, 2014 through March 31, 2016*

**Funding Source:** *Department of Homeland Security*

**Pass through From:** *State of Nevada, Division of Emergency Management*

**CFDA Number:** *97.067*

**Grant ID Number:** *97067.HL4*

**Match Amount and Type:** *N/A*

**Indirect Cost Rate (applicable to the award):**

Grant's recoverable indirect cost rate:

- ☐ Indirect costs are fully recoverable  
☒ Sponsor does not allow for indirect cost recovery  
☐ Sponsor has limited indirect cost recovery at \_\_\_ %  
☐ Sponsor requires indirect Cost Rate Approved by Cognizant Agency

**Special Terms & Conditions:** *None, other than quarterly reporting.*

**Sub-Awards and Contracts:** *\$15,000 – Contractor for COOP/Database Service; \$20,000 – Contractor for sustainment of Northern NV plans; \$1,000 – Workshop venue rental; \$8,093 – Training Vendor; \$1,500 – Training venue rental; \$7,500 – Project Logistics vendor.*

**FISCAL IMPACT**

Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$75,000.00 in both revenues and expenditures in the following accounts:

Cost Object	G/L Account	Amount
<b>Revenue:</b>		
I.O. 11200	431100 – Federal Grants	\$ 75,000.00
<b>Expenditures:</b>		
I.O. 11200	710100 – Professional Services	\$ 53,093.00
I.O. 11200	710350 – Office Supplies	\$ 4,318.00
I.O. 11200	710502 - Printing	\$ 2,000.00
I.O. 11200	711210 - Travel	\$ 5,000.00
I.O. 11200	711213 – Travel – Non-County	\$ 10,589.00

- *No County Match Required*

**RECOMMENDATION**

Recommendation to approve a 2014 Department of Homeland Security (DHS) State Homeland Security Program (SHSP) grant passed through the State of Nevada, Division of Emergency Management for \$75,000.00 for a Continuity of Operations and Continuity of Government project; no match required; \$10,589 for non county travel for attendance to Planning and Training events; retroactive from September 01, 2014 through March 31, 2016; and direct the Comptroller's Office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: *"move to approve a 2014 Department of Homeland Security (DHS) State Homeland Security Program (SHSP) grant passed through the State of Nevada, Division of Emergency Management for \$75,000.00 for a Continuity of Operations and Continuity of Government project; no match required; \$10,589 for non county travel for attendance to Planning and Training events; retroactive from September 01, 2014 through March 31, 2016; and direct the Comptroller's Office to make the appropriate budget adjustments.*



**STATE OF NEVADA**  
**DEPARTMENT OF PUBLIC SAFETY (NDPS)**  
**DIVISION OF EMERGENCY MANAGEMENT (NDEM)**

2478 Fairview Drive, Carson City, Nevada 89701  
 Telephone (775) 687-0300, Fax (775) 687-0322

Grant Award			
<b>SUBGRANTEE:</b>	Washoe County Office of Emergency Management	<b>CFDA / PROJECT NO:</b>	97067HL4
<b>ADDRESS:</b>	5195 Spectrum Blvd. Reno, NV 89512	<b>NDEM DUNS:</b>	607025848
<b>PROJECT TITLE:</b>	Department of Homeland Security (DHS) Grant FFY14 - State Homeland Security Program (SHSP)	<b>SUB-GRANTEE DUNS:</b>	073786998
<b>GRANT PERIOD:</b>	September 1, 2014 - March 31, 2016	<b>FEDERAL GRANT FUNDS:</b>	\$75,000.00
<b>Special Notes:</b>		<b>MATCHING FUNDS:</b>	
		<b>TOTAL:</b>	\$75,000.00

APPROVED BUDGET FOR PROJECT		
CATEGORY	TOTAL PROJECT COSTS	
Continuity of Operations and Continuity of Government		\$75,000.00
<b>FEDERAL GRANT TOTAL</b>		<b>\$75,000.00</b>
<b>SUB-GRANTEE MATCH TOTAL</b>		

This award is subject to the requirements (federal, state, financial and program assurances) established by the Federal Government; the Nevada Department of Public Safety and the Nevada Division of Emergency Management. This award is subject to availability of federal funding  
 Special Conditions: (If Applicable) This project is approved subject to such conditions or limitations as set forth on the attached page(s)  
 ATTACHMENTS: (1) FEDERAL & STATE ASSURANCES (2) FINANCIAL AND PROGRAM ASSURANCES (3) FEDERAL CERTIFICATIONS  
 (4) SCOPE AND TIMELINE OF WORK (5) LINE ITEM DETAILED BUDGET.

AGENCY APPROVAL		SUBGRANTEE ACCEPTANCE	
<b>Christopher B. Smith, Chief</b>		<b>Aaron Kenneston, Emergency Manager</b>	
Name and Title of Approving Official		Name and Title of Approving Official	
X <i>[Signature]</i>	Date: 9/4/14	X <i>[Signature]</i>	Date: 9-9-14
Signature of Approving Official	Date:	Signature of Approving Official	Date:

Internal NDEM Review	
<i>[Signature]</i>	Chief
<i>[Signature]</i>	Designee

Form: NDEM - FFY2014

**CONFIRMATION COPY**